

CALIFORNIA'S HOUSING TAX CREDIT PROGRAM

Annual Owners Certification (AOC) Package



Submittal of the Annual Owner Certification (AOC) Package

Dear Tax Credit Project Owner:

Internal Revenue Service (IRS) Monitoring Regulations require all owners of low-income housing tax credit projects to annually submit an owner certification to the Tax Credit Agency. Even though some project owners have finished claiming their credit, all owners must continue to complete the AOC. If you have claimed or plan to claim tax credits for the project indicated above, you must complete the certification and return it to the California Tax Credit Allocation Committee (CTCAC). Failure to submit the AOC or requisite documentation noted below will result in a notice of noncompliance.

Instructions for Completing Part I of the AOC Package:

1. Annual Owner Certification (AOC) form for the calendar year:

- Select the CTCAC number and Property name from the dropdown box. The fields in white (address, city, state, zip and county) will automatically be filled in.
- Place your **INITIALS** by all true statements. (**Do not use an "X" or "✓"**)
- Attach a brief explanation for all statements left blank.
- Only the **owner** can sign and initial the AOC form. The IRS and CTCAC will not accept any other signature.
- The owner's signature must be **notarized**.
- You must enter the number of occupied units in statement (xviii) and
- If your project received points for site amenities/ services, please complete statement (xxi).

2. Project Ownership Profile (POP):

- Please complete the POP with ALL requested information. CTCAC staff has pre-populated the Partnership and General Partner information which cannot be modified at this time.
- If there were any changes in the TAX ID or Ownership for the property, complete the POP with the current information and notify Ammer Singh in writing of the ownership or Tax ID change.

Instructions for Submitting Part I of the AOC Package (Due March 27, 2009)

1. There are 3 options for submitting Part I of the package:

- Email the completed forms to TCAC@treasurer.ca.gov or;
- Send CTCAC a CD if you are submitting reports for multiple projects (more than 5 projects) or;
- Only those projects with no computer access can submit a hard copy of the forms to the attention of: Georgene Palmerin at 915 Capitol Mall, Room 485, Sacramento, CA 95815.

If you have any questions or problems downloading or submitting the AOC package, please contact Ammer Singh or Georgene Palmerin at (916) 654-6340. Thank you for your cooperation.